

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES

(Via Zoom)

June 21, 2021

Present

Ellen Ryder, President
Laura Oden-Bell, Vice President
Ann Doxsey
Doreen Oliver
Michael Giris, absent with prior notice

Michele Lipson, Director
Michael Dietz, Systems Integrator
Diana Weir, Senior Library Clerk

The meeting was called to order at 7:06 PM, by the President.

The President led everyone in the Pledge of Allegiance.

Library Correspondence

There was no correspondence.

Guests

Chris Sepp and Todd Harvey, from BHC

They described the ‘kickoff meeting,’ with the staff, as very successful. BHC shared photographs and images to stir their imagination. And, then they listened to what staff had to say. Staff members were eager to express their opinions, and had such great input. They talked about their priorities and what they’d like to see in a new building. BHC asked us to think about what we’d like to see on each floor of a new building. We talked about the importance of seeing other library buildings to decide what we want or don’t want in ours. We were asked to think about what the library landscape is likely to look like in 2-5 years. Employees were excited about the project, and we felt that it was a great start. We look forward to more meetings with staff, the Board and the community in the near future.

Chris and Todd said that they have enough input now to do preliminary drawings that they will present to the staff and the Board. We will plan community meetings after that.

Michele described a recent visit to the Half Hollow Hills Library, due to open in November. There were some interesting things to think about in terms of planning our own new building.

Chris and Todd left our meeting at 7:58 pm.

Minutes

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to approve the Minutes of the May 19, 2021 Meeting of the Board of Trustees. Motion passed unanimously.

Warrants

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve June Bill Warrant #12-1, in the amount of \$57,212.25. Motion passed unanimously.

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver to approve the May/June Payroll Warrants #11-2-A, #11-2-B, #12-1-A, #12-1-B, #12-2-A, and #12-2-B, in the amount of \$176,365.91. Motion passed unanimously.

Financials

Discussion of the Balance Sheet, for May 2021.

Discussion of Budget vs. Actual Statement of Revenues for May 2021.

Discussion of the Monthly Financial Report for May 2021.

May 2021 PUFSD Wire Transfers

At some point this month, we expect the Plainedge Union Free School District to make us whole.

Staff Reports

Kathleen

Peggy

Michael

Director's Report, April 2021

It is so nice to see people in (and out of) the building again!

As we continue to reopen, we're considering what the Plainedge community may want and need from the library now and in the future. Obviously, we'll always have books. But, now reading comes in so many different forms -- some people read ebooks, some listen to audiobooks, some prefer paperbacks, and some remain firmly committed to hardcover books. What if you're not a reader at all. Is there a place for you at the library? Yes! Now more than ever!

We have seating and computers back and available. At this time of year, the library is the coolest place in town! The Library of Things program has really taken off. Our virtual programs

continue, including exercise. Many of you are taking advantage of our Museum Pass program. We've added some great new museums!

If you purchase a discounted ticket to the Long Island Aquarium, you'll pay for it at our new Square register. We are not accepting cash, but are taking credit cards.

Incident Report

There were no Incident or Accident Reports

Unfinished Business

1. Library Modernization Project

While we are waiting for the school to get back to us with answers to legal questions, there is a lot of work still to be done. We need to think about a possible temporary location. A phone call needs to be made to bond council. We need to interview and select a project management company.

2. Mask Mandate

The Director opted to continue the mask mandate for the time being. We have signs up to remind people who may forget.

3. Policies

a. Library of Things (Second reading)

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver to approve the Library of Things Policy. Motion passed unanimously.

b. Posthole Digger Release Form

New Business

1. Building Report, given by Michael Dietz

- a. We have installed a new cash register, and have begun accepting credit cards, through Square. We are not taking cash at this time. We're opening a bit more all the time, with more tables out, the copier and scanner open, computers available, etc.

2. Checks

- a. NLS e-rate FY 2019-2020

3. Policies

- a. Circulation Policy, 2021 (first reading, with changes)
- b. PPE Policy, Amended (first reading)

From the NYS website: "Given that the CDC has advised that fully vaccinated individuals do not need to wear masks and over 52 percent of New Yorkers over the age of 18 are fully vaccinated, the State will authorize businesses to continue to require masks for all in their establishments, consistent with the CDC guidance. In most settings,

vaccinated individuals will not be required to wear a mask. Unvaccinated individuals, under both CDC and state guidance must wear masks in all public settings.

The Department of Health strongly recommends masks in indoor settings where vaccination status of individuals is unknown. Mask requirements by businesses must adhere to all applicable federal and state laws and regulations.”

Given the underlined lines above, and the fact that we don't want to ask for proof of vaccinations, the Library has chosen to continue requiring masks in our building. This decision is subject to change.

Motion was made by Doreen Oliver and seconded by Ann Doxsey to discontinue health questionnaires, as of 6/22/2021, as NYS has reached 70% vaccination rate. Motion passed unanimously.

4. ILS
 - a. 2022-2026 Resource Sharing Code

The Board of Trustees of the Plainedge Public Library, voted in favor of the 2022-2026 NLS Direct Access Plan at a meeting held on June 21, 2021.

Library Statistics

The Board enjoys the statistics presented by ILS – they are clear and informative.

Executive Session

A motion to go into Executive Session to discuss personnel and salary increases, was made by Doreen Oliver, and seconded by Laura Oden-Bell at 8:34 PM.

Motion to come out of Executive Session was made by Laura Oden-Bell at 9:30 PM. It was seconded by Ann Doxsey, and passed unanimously.

A motion was made by Ann Doxsey, to promote Maggie Rusch to a Library II, Head of Circulation and Technical Processing, and seconded by Laura Oden-Bell. Motion passed unanimously.

A motion to hire a full-time Reference Librarian I at a salary range of \$54,000 - \$57,000 was made by Doreen Oliver, and seconded by Laura Oden-Bell. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to review and approve raises for administrative staff. Salaries are on file in the Business Office. Motion passed unanimously.

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey, at 9:35 PM. Motion passed unanimously.

The date of the Annual Reorganizational Meeting is on Thursday, July 1st, 2021 at 7:00. That meeting will be followed by the regular Board of Trustees meeting, via Zoom.

Secretary's Signature

Date of Approval

Secretary's Initials